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# HEADQUARTERS SUPPLY DIVISION PROCEDURES MANUAL

1 August 1962

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SECTION I

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3.2.2. PROCEDURE FOR CONDUCTING INVENTORY OF PROPERTY STORED IN [REDACTED] DEPOTS

1. GENERAL

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- a. Three basic factors determine the emphasis a given item deserves. These factors are: (1) the nature of the item (major or secondary); (2) its importance to the supply system (classification, [REDACTED] procurement lead time, replaceability); and (3) its behavior in the supply system (active or inactive). By applying these factors it is possible to categorize the Agency stock items into the following five (5) major groups. Categories would be reviewed annually and adjusted as appropriate prior to adoption of new schedule.
- (1) Category 1 - Items of a portable nature with strong consumer interest, critical or difficult to replace items
  - (2) Category 2 - High unit cost items, large annual dollar demand or history of high inventory discrepancy
  - (3) Category 3 - Low cost, slow-moving or non-normal stock items (MCC-Code 2)
  - (4) Category 4 - Items scheduled for distribution on excess lists, as well as those of relatively minor value such as printed forms, cleaning supplies, etc.
  - (5) Category 5 - Perishable, short shelf life, and/or items with expiration dates
- b. It would be impractical to provide equal inventory status to the above widely divergent categories. Certain categories warrant more frequent inventory than others. Some should be 100 percent physically counted; others should be inventoried by using statistical sampling techniques; and still others should never be formally inventoried. Using the basic factors explained in paragraph above, we developed the following inventory schedule:
- (1) Category 1 - quarterly or semi-annually - 100 percent physical count
  - (2) Category 2 - annually by statistical sampling
  - (3) Category 3 - biennially by statistical sampling
  - (4) Category 4 - no formal inventory - The excess items in this category would be physically counted and therefore inventoried at the time they are transferred to another government agency as surplus or issued to one of this Agency's components under excess property provisions. The cost of inventorying the

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printed forms and miscellaneous expendable items in this category would be economically prohibited.

- (5) Category 5 - no formal inventory - These items are subject to frequent surveillance inspection and inventory by warehouse personnel; therefore, no formal inventory should be necessary.
- c. Statistical Sampling Techniques will be applied to categories two and three which will be inventoried on an annual and a bi-annual inventory cycle respectively.
- d. These techniques will be accomplished by the following steps:
  - (1) Selection of stratum (or area) to be sampled
  - (2) Determination of sample size
  - (3) Selection of sample items
  - (4) Physical inventory of sample items
  - (5) Correction of discrepancies found in sample inventory
  - (6) Analysis of sample inventory results
- 2. SELECTION OF STRATUM TO BE SAMPLED
  - a. The stratum, or area to be sampled, must be carefully selected because of its use in extrapolating the results of the sampling or partial inventory of its contents.
  - b. The size of the stratum and the inventory schedule depend on the number of employees available for inventory purposes. We have developed an inventory schedule which will provide for the sampling, or if warranted by the sampling results, a complete physical inventory of each stratum within the predetermined inventory cycle. The schedule is predicated on the use of a ten months inventory year. Using this concept we have divided the contents of Category 3 (inventoried every two years) into twentieths. Each inventory stratum would consist of one-tenth of Category 2 and one-twentieth of Category 3.
  - c. This apportionment would insure that every item designated would be treated during its consideration period and that complete physical inventory of a stratum, or all strata if required, could be accomplished in the time available.

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- d. The final factor to consider in selecting a stratum is the homogeneity of the contents. This is especially important because statistical sampling principles are based on the laws of probability and it is essential that the items are similar. For inventory purposes, the similar characteristics are physical size, type of storage, storage locations, etc. By limiting each stratum to items of similar nature, the sample and the results will be representative of the entire stratum.
- e. With the aid of machine selection, specific type strata can be established for special inventories such as items with a predetermined yearly activity, on-hand valuation, etc.

3. DETERMINATION OF SAMPLE SIZE

- a. After the size of the stratum has been determined, the size of the sample must be established. This process involves the following factors:
  - (1) Desired quality of results - Minor variations between the sample and the area will occur by the nature of sampling itself. The larger the sample, the more representative it is of the area. This consideration has to be compromised, however, with the time factor involved in obtaining the larger sample. The compromise of these two considerations is known as the "Confidence Level" and represents the basis upon which all tables of sample sizes are computed. For our purposes we will use 95 percent Assurance Tables. This will insure that the estimated discrepancy rate of an area based on the sample results will not differ from the true error rate by more than the range of precision selected in nineteen times out of twenty.
  - (2) Range of precision or reliability - This plus or minus percentage factor represents the degree of accuracy or precision in the assumption that the number of discrepancies found in a sample applies proportionately to the unsampled portion of the area. We will use a plus or minus three percent factor in our computations.
  - (3) Expected maximum error or discrepancy rate - An error rate of some value is assumed in every area. The expected maximum error is estimated from past experience and the considered judgment of the area. If the area has recently been purified, the considered judgment would indicate a lowering of the rate. If the area has recently been rewarehoused, it would indicate that the rate should be raised.

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4. SELECTION OF SAMPLE ITEMS

- a. The sampling team will then ask the Machine Division to provide count locator cards and a count card register for the entire stratum.
- b. Random digit tables are used to eliminate all forms of bias and insure that pure randomness is achieved in selecting the items to be sampled.
- c. The selection procedures are as follows:
  - (1) Obtain the number of line items in the stratum from the count card register which is numbered in sequence.
  - (2) Determine the fixed or systematic interval by dividing the number of line items by the size of the sample.
  - (3) Select a starting number from the "Table of 105,000 Random Decimal Digits", published by the ICC. The starting number, or first item to be counted, is found by:
    - (a) Locating the line number in the Table that corresponds to the last three digits of the number of items in the stratum.
    - (b) Locating the column number that corresponds to the last digit of the sample size.
    - (c) The starting number is the last two digits of the five digit number located at the junction of the line and column numbers. The count locator card bearing this starting number will be the first item to be counted.
    - (d) The second and all succeeding items will be obtained by adding the fixed or systematic interval number to the starting number.
- d. Physical inventory of sample items would consist of the normal physical counting of the items involved. This portion of the procedure would differ from our previous system only in that the actual count cards would not be prepositioned but would be taken directly from the inventory control point to the stock at the time of count.
- e. Items which have significant discrepancies (\$10 or more and ten percent of the recorded quantity) will be corrected by the preparation of a machine prepared Report of Inventory Adjustment. No adjustment will be made for insignificant discrepancies.
- f. An analyses of the sampling will be made to ascertain the percentage of

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discrepancy. If the percentage is greater than ten percent, the entire stratum will be scheduled for a 100 percent physical inventory within 90 days. If the percentage is less than ten percent, the stratum will be rescheduled for sampling during the next cycle.

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CHAPTER 7: DEPOT STOCK CONTROL BRANCH

7.23, DUE-IN PROCEDURES

1. GENERAL

- a. All materiel requisitioned for stock is carried on the Stock Status Report as due-in.
- b. Materiel due-in from a domestic or overseas source is shown on the Stock Status Report as due-in if the items are standard within the supply system. Items that are not standard within the system may be recorded as due-in by the Chief, Depot Stock Control Branch after obtaining the concurrence of SM&CB. Materiel due-in from overseas sources is normally controlled for transportation purposes by a "Shipping Indicator", but if it is determined to post the materiel as due-in a voucher number is assigned to control the due-in posting. One copy of this voucher is filed in the Return Shipments File in the Receipts Control Section.
- c. The establishment of a due-in does not effect any General Ledger Account maintained by the Finance Division.
- d. Commodity Section Stock Editors manually post the due-ins in the space provided for the "Due-In" column on the Stock Status Report. The postings indicate the quantities, [REDACTED] allocations, locations, and voucher numbers. Appropriate due-in information must also be key-punched in order for it to be recorded on subsequent status reports and due-in listings. 25X1A
- e. Unit prices concerning due-ins which are entered on requisitions are the average prices as listed on the Stock Status Report. If a due-in is a new item, the unit price is left blank and is subsequently established on the Receiving Report price.

2. DUE-IN LISTING

- a. A listing of all items due-in is prepared monthly by ADPD on the basis of computer input data received from Depot Stock Control Branch. 25X1A
- b. The listings are in Commodity Class and stock number sequence.
- c. Machine controls are maintained by stock numbers, [REDACTED] allocations, conditions, storage locations, purchase order and voucher numbers, and quantities.

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- d. The Due-In Listing will be prepared in the same format as the Transaction Register and will reflect the following columns and data:

<u>COLUMN HEADING</u>	<u>EXPLANATION</u>
STOCK NUMBER	Materiel Unit and Stock Number
25X1A	Allocation and Condition
STA	Storage Location
PO/DT	Purchase Order Number
VOU	Voucher Number
FY	Fiscal Year
PC	Procurement Code
TA	Transaction-Analysis Code
QUANTITY	Quantity Due-In
UNIT PRICE	Fixed Price of the Item
DOLLAR VALUE	Extended Dollar Value
DA MO YR	Date Due-In established

- e. When due-in items are received, the stock editors line out the applicable items on the listing.
- f. New due-ins established are not posted to the listings, but are posted to the Stock Status Report. These are automatically included on the next Due-In listing.
- g. Upon receipt the listing is distributed to the stock editors who are then responsible for lining out each due-in on the listing when the items are received. New due-ins will not be posted to the listing, but will be posted to the Stock Status Report.

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CHAPTER 7: DEPOT STOCK CONTROL BRANCH

7.24 DUE-OUT PROCEDURES

1. General

- a. When a request (requisition) for an item normally stocked cannot be filled in its entirety, a back-order (due-out) requirement is established. In these cases the items are normally coded as "DO" (Due-Out) and a Back Order Release document is prepared for subsequent issue against the materiel due in.

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- b. Back Order Releases for cargo shipments or shipments to [REDACTED] field stations are prepared on the Shipping Document (Form 291). Back Order Releases concerning ultimate local deliveries may be prepared on the Requisition (Form 88). Back Order Releases, which are prepared by the [REDACTED]

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[REDACTED] are turned over to the [REDACTED] to be held in files maintained by the stock editors for the various commodity classes. The phrase "Back Order Release" is inserted on the face of each issue document.

- c. Exceptions to back ordering procedures are:

- (1) When approximately 80% of the quantity of an expendable item in materiel unit 7, including blank forms, is supplied, the remainder of the items not available are cancelled. The requisition is annotated to indicate "Balance of items requested is not available; reorder when required".
- (2) When over 80% of the quantity of any expendable item in any other group is supplied, a check is made with the contact officer to ascertain if the balance not available may be cancelled. The requisition is annotated to indicate that the contact officer authorized the cancellation of items which are not available.

- b. Back orders are posted and released by the stock editors upon receipt and posting of receipt documents for due-in materiel. The following procedures are followed in releasing materiel from back order:

- (1) When posting receiving documents listing serviceable materiel, due-outs for applicable items are determined and, if any exist, are processed as "B/O Releases".
- (2) Back orders are released in sequence of the "date Required at Destination" indicated on the back order. If there are documents having

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the same or no required date, back orders with the oldest voucher number are processed first.

- (3) Prior to the release of any back orders over 90 days old, the stock editor calls the contact officer of the requesting activity to determine if the materiel is still required. If not required, the back order release and a Form 201 are coded for cancellation and the authority for this action indicated on the back order. The document is then reproduced and distributed in the normal manner.

- (4) A back order release is processed by the following method:

- (a) The stock editor codes the back order release and submits information for key punching.
- (b) The back order release is marked to indicate the voucher number of the receiving document and the date the back order was processed.
- (c) The stock status report is updated.
- (d) The back order release documents and key punch data are routed via the [REDACTED] if the documents contain a "Required date"; if none, the documents are forwarded for reproduction and distribution.

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- e. If the using activity requests cancellation of the due-out, or if it is determined that back ordered items are ultimately not obtainable or are cancelled for any reason, the back order release is annotated to indicate the reasons or authority for the cancellation and the document coded "CXL" (Cancelled). The back order document is reproduced and copies sent to the activities that received copies of the original "DO" (Due-Out) distribution. Necessary information is furnished for key punching.

## 2. NON-STOCK MATERIEL (DIRECT SHIPMENTS)

- a. Non-stock materiel is not coded as "DO" (Due-Out) or back orders established. Such materiel is coded as "PA" (Procurement Action) for direct procurement and issue upon receipt of the materiel at the depot.
- b. When there is a noticeable continued requirement for non-stocked materiel, the stock editor completes Form 98 (Supply Action Request) and forwards it to SMCB for subsequent review and appraisal.

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3. DUE-OUT LISTING

- a. The Automatic Data Processing (ADPD) will periodically prepare a machine run listing of all due-outs on the basis of computer input data furnished by Depot Stock Control. The listing is by commodity class and stock number sequence and contains the following data for every due-out line item:

<u>COLUMN HEADING</u>	<u>EXPLANATION</u>
STOCK NUMBER	Materiel Unit and Stock Number
	Allocation and Condition
STA	Storage Location
VOUCHER	Voucher Number
REFN	Requisition Number
FY	Fiscal Year
COST ACCT	Cost Center Account Number
PC	Procurement Code
TA	Transaction-Analysis Code
QUANTITY	Quantity Due Out
UNIT PRICE	Fixed Price of the item
DOLLAR VALUE	Extended Dollar Value
DA MO YR	Date Due-Out established

- b. Upon receipt, the listing is distributed to the stock editors who are then responsible for lining out each due-out on the listing as the back orders are released. New due-outs are not posted to the listings but are posted to the Stock Status Report.

4. RECORDS, FILING, AND REVIEW OF BACK ORDERS

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- a. As indicated, the back order file in [REDACTED] is decentralized and appropriate portions maintained by each stock editor. The back order

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file is maintained in stock number sequence with one line item to each "B/O Release". (The Form 291, Shipping Document, is prepared in advance by DPU in order that the due-outs can be released immediately upon receipt of the materiel).

- 25X1A b. A periodic review of all back orders over 120 days old is made by the stock editors. Where appropriate, the back order document is turned over to the [REDACTED] with a request to follow up and expedite the due-in and/or contact the requisitioning office to determine if the due-outs may be cancelled.

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- c. If during the review required for completing voucher files, the [REDACTED] discovers that due-outs are holding up completion of files, the Stock Editing back order files are verified to make sure that a valid back order exists.

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CHAPTER 7: DEPOT STOCK CONTROL BRANCH

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PROCESSING RECEIVING DOCUMENTS (INCLUDING RECEIVING REPORTS CONCERNING HDT's) FOR PAYMENT

1. GENERAL

- a. This Chapter prescribes the procedures for processing receiving documents (Form Nos. 595 and 1458) through the Depot Stock Control Branch (DSCB) to the Fiscal Division and Accounts Branches of the Finance Division for payment, and for processing Headquarters Depot Transfers (HDT). 25X1A
- b. Receiving documents processed by the [REDACTED] generally cover receipt of supplies and equipment purchased for depot replenishment purposes, and receipt of materiel purchased for direct shipment to requisitioning activities on a world-wide basis. HDT's processed are concerned with transfer or re-location of stocks from one [REDACTED] storage location to another.

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2. PROCESSING FORM NOS. 595 AND 1458

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- a. Receiving reports prepared by the [REDACTED] and by the Procurement Division, Covert Purchase Branch (CPB) are checked against applicable purchase orders, contracts, and requisitions to ensure that:
- (1) The items received agree with the items ordered in the proper quantities as indicated.
  - (2) Receiving has been properly certified by the appropriate depot receiving section.
  - (3) Unit prices and extended totals are entered and corrected for each line item.
  - (4) Missing unit prices are obtained prior to processing documents to Fiscal Division or Accounts Branches, Finance Division. This is accomplished by checking with the appropriate Procurement Division activity.
  - (5) Terms of the contract and/or purchase order have been complied with in their entirety.
- b. The Form 595 is usually prepared in those cases involving contract

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receiving by the [REDACTED] depots. CPB also prepares and submits a Form 595 to cover each instance of their covert procurement.

- c. The Form 1458 is a combination purchase order and receiving report. As a general rule partial receivings against a 1458 does not require preparation of a 595. The hard copy is reproduced in as many copies as are necessary with non-appropriate items being masked. Additional copies required by RCU can be reproduced by ZEROX if necessary.

3. PROCESSING FORM NO. DD 1149

The DD 1149 (shipping document used by military sources) is also used as a receiving document by reproducing from the hard copy original the number of receiving copies required. The RCU checks and verifies receiving reports submitted on these documents in the same manner as noted in paragraph 10.2a.(1) through (5) above.

4. DISCREPANCIES OR AMBIGUITIES

- a. Any discrepancies or ambiguities noted are resolved directly with the depot receiving section in those cases where materiel is received by 903. Discrepancies concerning receiving reports submitted by other depots are referred to the Chief, [REDACTED] for resolution by higher authority.

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- b. To provide for an accurate resume' of items received and to preclude discrepancies and "double receipts", the [REDACTED] maintains a manual recording system of supplies and equipment received by requisition. This is accomplished by using a copy of the basic requisition request (Form 88) which is stapled to the left inside cover of the credit voucher file. As line items are received the quantities indicated on the requisition copies are circled in red ink. The debit voucher numbers are inserted for cross-reference purposes. A partial receiving against a line item is also indicated by inserting the exact quantity received in red ink.

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5. PROPERTY DETERMINATION

- a. Certain miscellaneous spare parts, tools, and other expendable items received from time to time are not considered property for accounting purposes. Services rendered are also classed as non-property transactions. Expendable items received that are in the non-property category usually result from contract follow-on support and on a contractor's retrofit/overhaul.

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- b. The [REDACTED] determines whether items received are property or non-property. Doubtful decisions are referred to the Chief, [REDACTED]. All copies of the receiving reports covering non-property items are stamped "NON-PROPERTY".

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6. DISTRIBUTION

a. Receiving documents are processed and appropriate copies distributed expeditiously to allow the Accounts Branch, Finance Division or the Industrial Contract Audit Division sufficient time to pay invoices within the stated discount periods.

b. Distribution of receiving documents is made by the [REDACTED] as follows:

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(1) When Vendor is a commercial source -

Copy No. 1 - Accounts Branch, Finance Division

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Copy No. 2 - [REDACTED] /DSCB (to appropriate Stock Editor. This copy eventually is filed in the debit voucher file).

Copy No. 3 - Fiscal Division (if no contract is involved).

Copy No. 4 - Procurement Division with discrepancy report attached if applicable. (Note: If contract procurement is involved, copies 3 and 4 are forwarded to Procurement Division. The distribution to Fiscal Division is eliminated).

Copy No. 5 - Credit voucher file (with copies of packing lists and invoices attached if available).

Copy No. 6 - Requisitioning office or activity.

Copy No. 7 - OL Budget Office

Copy Nos. 8 & 9 - Miscellaneous (may be used to furnish information to technical services, Special Accounts Unit, etc. if required. These copies are destroyed if not used).

(2) When Vendor is military -

Copy Nos. 1 & 3 - Accounts Branch, Finance Division

Copy No. 2 - [REDACTED] (to appropriate Stock Editor. This copy is eventually filed in the debit voucher file).

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Copy No. 4 - Procurement Division with discrepancy report attached if applicable.

Copy No. 5 - Credit voucher file (with copies of packing lists and invoices attached if available).

Copy No. 6 - Requisitioning activity or office.

Copy No. 7 - OL Budget Office

Copy Nos. 8 & 9 - Miscellaneous (may be used to furnish information to technical services, [REDACTED] etc. if required. These copies are destroyed if not used).

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(3) Receiving from Covert Procurement Branch/PD and Special Advance Accounts -

Copy No. 1 - OL Budget Office

Copy No. 2 - [REDACTED] (to appropriate Stock Editor. This copy is eventually filed in the debit voucher file).

Copy No. 3 - Accounts Branch, Finance Division

Copy Nos. 4 & 7 - Stapled together and forwarded to Procurement Division with discrepancy report attached if applicable.

Copy No. 5 - Credit voucher file (with copies of packing lists and invoices attached if available).

Copy No. 6 - Requisitioning activity or office.

Copy No. 8 - Miscellaneous (may be used to furnish information to technical services, Special [REDACTED] etc. if required. This copy is destroyed if not used).

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(4) When Vendor is Interagency (other than military) -

Copy No. 1 - OL Budget Office

Copy No. 2 - [REDACTED] (to appropriate Stock Editor. This copy is eventually filed in the debit voucher file).

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- Copy No. 3 - Accounts Branch, Finance Division (if no contract is involved).
- Copy No. 4 - Procurement Division with discrepancy report attached if applicable. (Note: If contract procurement is involved, copies 3 and 4 are forwarded to Procurement Division. The distribution to Accounts Branch is eliminated).
- Copy No. 5 - Credit voucher file (with copies of packing lists and invoices if available).
- Copy No. 6 - Requisitioning activity or office.
- Copy Nos. 7 & 8 - Miscellaneous (may be used to furnish information to technical services, Special [REDACTED] etc. if required. These copies are destroyed if not used. 25X1A

(5) Receiving for OO/Contract Stations -

- Copy Nos. 1 & 2 - Administrative Officer, OO/L
- Copy No. 3 - Fiscal Division
- Copy No. 4 - [REDACTED] if items are non-expendable. Direct to debit file if items concerned are not property. (Note: Expendability governs how documents are annotated). 25X1A
- Copy No. 5 - Accounts Branch, Finance Division (if non-expendable property).

(6) Receiving for Incoming Shipments from Overseas Activities -

- Copy No. 1 - Finance Division (if transfer of accountability is involved).
- Copy No. 2 - [REDACTED] (This copy is eventually filed in the debit voucher file). 25X1A

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Copy No. 3 - Cargo Branch, Transportation Division  
Copy No. 4 - Requisitioning activity or office.  
Copy No. 5 - Indicator file  
Copy No. 6 - OL/Budget Office  
Copy No. 7 - [REDACTED] (if transfer of  
accountability is involved).

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(7) Receiving concerning [REDACTED]

Copy No. 1 - Accounts Branch, Finance Division (if  
items are non-expendable property).  
Copy No. 2 - [REDACTED] (if non-expendable).  
Direct to debit file (if expendable).  
Copy No. 3 - Fiscal Division  
Copy No. 4 - [REDACTED] (if non-expendable  
property).

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Note: Master ditto for all receiving concerning [REDACTED] is re-  
tained by the [REDACTED]

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(8) Headquarters Depot Transfers (Incoming) -

Copy No. 1 - Cargo Branch, Transportation Division  
Copy No. 2 - [REDACTED] (to appropriate Stock  
Editor and then to the debit voucher file).  
Copy No. 3 - Credit voucher file with shipping document  
attached.  
Copy No. 4 - Originating office (ORB/SD/OL, MSB/OC,  
SM&CB, etc.)  
Copy No. 5 - OL Budget Office

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(9) When Vendor is the Government Printing Office -

Copy No. 1 - Accounts Branch, Finance Division  
Copy No. 2 - [REDACTED] (to appropriate Stock  
Editor and then to the debit voucher file).

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Copy No. 3 - Fiscal Division

Copy No. 4 - Officer in Charge of Reproduction (Basement, Administration Building)

Copy No. 5 - Credit voucher file with packing lists and invoices attached.

Copy No. 6 - Requisitioning activity or office

Copy No. 7 - OL Budget Office

Note: There is a "Printing and Binding" number involved for all GPO procurement. The "P & B" number is always annotated on the first four copies of the receiving document.

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7.2.9 PROCEDURES FOR SCHEDULING AND EXPEDITING OF MATERIEL FOR SHIPMENT

1. GENERAL

- a. Every requisition received for processing by the DSCB (other than routine BSO requisitions) must be subjected to a follow-up process to ensure that cargoes are packed and delivered to the Transportation Division so that the requisitioning activities' deadline dates can be met and to ensure timely cargo preparation when deadlines are not indicated. To prevent backlogging of cargo preparation, an effort must be made to effect packing and shipping preparation on a first-in-first-out basis where possible.

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- b. The [REDACTED] is responsible for maintaining the follow-up tickler file and for taking the necessary steps to coordinate Supply Division action required to expedite preparation of cargoes for movement.

2. LIAISON WITH AGENCY COMPONENTS

- a. In order to effectively coordinate all actions necessary in controlling the preparation of cargoes, constant liaison must be conducted with the components listed below for the reasons indicated. To promote maximum efficiency, such coordination must be centralized within one control point, i.e., the [REDACTED] of DSCB. Other elements of the 25X1A Supply Division will not concern themselves with problems relative to these coordinations and will refer all calls applicable thereto to the [REDACTED]

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- (1) Washington Depot Control Desk: To trace progress of requisitions (other than routine BSO requisitions) through warehouse receiving, packing and crating, and shipping facilities.
- (2) T&I, AOB, and POB Shops, Washington Depot: To determine status of items being processed through technical inspection. 25X1A
- (3) Procurement Division (Support and Control Staff (SCS), Covert [REDACTED] (CPB), and [REDACTED] To determine status of items under procurement with respect to confirming or expediting delivery, or determining production status.

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- (4) Transportation Division (Cargo Branch): For telephone coordination on short deadline or priority requisitions; coordination with respect to changes in methods of shipment and changes in packing methods of labeled and sensitive cargoes.
- (5) Requisitioning Activities: To furnish information relative to status of items ordered; coordinate changes and amendments required or requested.

3. SCHEDULING PROCEDURES

- a. All customer requisitions will be checked to determine whether or not the requirements can be met from available stocks or from materiel due in to the various depot supply centers. Upon receipt of a requisition (other than BSO stock replenishments) [REDACTED] will check for the following information:
  - (1) Method and means of transportation.
  - (2) Any instructions concerning required delivery date at destination.
  - (3) Any inconsistencies between date required and method of shipment requested, i.e., obvious lead time factors that would preclude delivery by date required. (In the event the deadline date established by the requisitioning activity will not allow for the packing of the materiel, the transportation time required, and the obvious procurement lead time required, [REDACTED] will, in coordination with the Transportation and Procurement Divisions, contact the requisitioning activity to establish a new deadline date based upon the in-transit time and the depot processing time.)
  - (4) Special instructions relative to expediting cargo preparation.
- b. The scheduling will be based on a flat lead time required by the Depot for pulling of stock and subsequent packing. Lead time for Depot warehouse action in connection with the various types of shipments will be as follows:
  - (1) Air Shipments 3 days
  - (2) Sea Shipments 7 days
  - (3) Domestic Rail or Truck 7 days

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- c. Air shipments include cargo (military or commercial), parcel post, and pouch. Sea shipments include cargo (military or commercial), parcel post, and pouch.
- d. As the [redacted] is the last major processing unit within DSCB (other than reproduction and distribution), the Depot warehouse scheduling date will be inserted at this point. The date will be based on the lead time discussed in paragraphs 2 and 3 above, plus an additive time factor to allow for T&I, AOB, and POB technical processing where required. Attachments A and B furnish time schedules for processing of most of the major Communication and TSD equipments. These schedules must be consulted, and the time factors indicated included in any assigned warehouse schedule date.
- e. As an example, for an air cargo 3 days must be allowed. If the requisition contains a communication item such as a quantity of 4 each RS-6-A Radio Set (processing time 2 hours per unit), then an additional 8 hours or 1 full working day must be allowed for total processing time. Thus, such a requisition received by [redacted] on the morning of the 20th would be scheduled for packing prior to COB on the 23rd. If the requisition is received during the afternoon of the 20th, the schedule would indicate COB on the 24th. Saturdays, Sundays, and holidays will not be considered as working days in computing the packing schedule. 25X1A
- 25X1A f. After computing the time element required for processing by the Depot, [redacted] will insert the target date on the requisition in the block marked "Date Items Required to be Packed" and forward copies to the proper warehouse component. 25X1A
- 25X1A g. When stock and purchase action items appear on the same requisition, [redacted] will hand carry the requisition mat to [redacted] to have the shipping document prepared for the stock items. Requisitions containing all purchase items will be forwarded directly to Reproduction.
- 25X1A h. The master of the requisition and one copy will then be forwarded to Transportation Division for accomplishment of their traffic management function. 25X1A
- i. A Back Order Release will be handled exactly like any other shipment emanating from stock insofar as computation of Depot processing time is concerned. However, a Form 238 will be used in lieu of a requisition for the purpose of giving the Depot a target date. The [redacted] will insert the target date on the face of the Form 238. The Depot Control Desk will complete the Form 238 for internal control purposes.

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- j. Shipping documents initiated as a result of receiving items (intended for cargoes) from commercial sources will be processed in the same manner as Back Order Releases, and the Form 238 will be used in the same way to furnish the Depot a target date.
- k. The write-in or hand-carry "crash" priority requisition that has an extremely short deadline must be handled on an individual basis with telephone coordination to ensure that fastest possible shipment preparation is made. In this type of action there must be constant follow-up within the Depot to "push" completion, and the weights and cubes must be called in to the appropriate Cargo Branch/ TD Transportation Officer immediately in order that prompt booking can be effected.

4. FOLLOW-UP PROCEDURES

- a. An abstract for a purchase action will be forwarded to the PD/SCS together with the Procurement Status Form 1598. If the stipulated deadline date cannot be met, the Procurement Division will upon placement of the order and issue of the purchase order or contract return the Form 1598 to the [REDACTED] advising of action taken and the estimated delivery date. In the event a deadline cannot be met as a result of purchase action, the delivery date at destination will be rescheduled in coordination with the Cargo Branch and approved by the requisitioning activity. The affected Depot Control Desk (or Center) will be included in this coordination in order that they may change their schedule accordingly.
- b. Any verbal change relative to rescheduling of delivery date as authorized by a requisitioning activity will be indicated under "Remarks" and will include the name of the person contacted, the date, and the initials of the person making the entry.
- c. In certain instances where short deadlines are involved, it may be necessary to call PD/SCS and try to obtain delivery estimates by phone. In coordination with PD/SCS, contacts may be made with PD/IDPS and the CPB.
- d. The estimated delivery date furnished by the Procurement Division will be inserted on the requisition in the block marked "Date Procurement Items Required in Depot". The Depot scheduling date for packing will be computed using the estimated delivery date as a basis.

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e. At the very best an estimate of a delivery date from a procurement source can only be reasonably accurate. With common shelf items there is no problem, but with items of special manufacture and certain items procured from military sources, we can expect delays and a "hazy area" insofar as delivery dates are concerned. Therefore, for most requisitions, i.e., other than hand-carry priorities, [REDACTED] can only insert the date that we would like to have the materiel involved delivered to the Depot and then adjust, if necessary, when the Form 1598 is returned from the Procurement Division.

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f. [REDACTED] will maintain a tickler file (using requisition copies) by dates to provide an accurate and reliable means of following up on all cargo and domestic shipment preparation. In filing suspense copies two dates are used:

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(1) The date established by [REDACTED] for completion of the Depot warehouse action.

25X1A

(2) The date requested by [REDACTED] for delivery of procurement items to the Depot.

g. On any given day all requisition copies filed in the tickler for that day will be pulled and proper contacts made to determine the current status or if the schedules established are being met. The causes for legitimate delays, i.e., procurement sources unable to meet deadline, technical rejection of materiel, etc., will be recorded; coordination with the Cargo Branch and the requisitioning activity made, and a new schedule established. The suspense copy is re-filed in the tickler on the appropriate date for future checking.

h. In all cases when following up purchase action, two necessary checks must be made prior to contacting PD/SCS:

(1) Check the Voucher File for possible receiving documents.

(2) If no receiving indicated in file, check the Depot Control Desk card file on dock receiving.

i. The [REDACTED] is responsible for ensuring that all procurement action copies are forwarded to PD/SCS. A check on this distribution can be made from two sources:

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- (1) Routine follow-up on purchase actions.
- (2) A daily or weekly (as appropriate) check with Voucher Registry.

Checks against both sources are made in coordination with PD/SCS.

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ATTACHMENT A

TO PROCEDURES FOR  
SCHEDULING AND EXPEDITING OF MATERIEL FOR SHIPMENT

Time Schedule for Communications Equipment Processed Through the T&I Section

RT-3 - Transmitter	1.5 Hours
RR-2, A, B - Receiver	1.5 Hours
RP-1, 2 - Power Unit	1.5 Hours
RS-6, A - Radio Set	2.0 Hours
GN-58, A - Hand Generator	0.5 Hours
51-J, 2, 3, 4 - Receiver	2.0 Hours
SP-600 - Receiver	1.5 Hours
RT-4 - Transmitter	2.0 Hours
GPT-750 - Transmitter	3.0 Hours
RT-1B, URT-11 - Transmitter	2.0 Hours
DDR-2, Dual Diversity Equipment	5.0 Hours
350-R - Ampex Recorder	2.5 Hours
545-A - Tektronix Scope	1.5 Hours
524, B, C, D - H.P. Counter	1.5 Hours
65-B - Signal Generator	1.5 Hours
606A - Signal Generator	1.5 Hours
PRC-10 - Transceiver	2.0 Hours
GRC-9 - Radio Set	2.0 Hours
Antenna Coupler	1.5 Hours

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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ATTACHMENT B

TO PROCEDURE FOR  
SCHEDULING AND EXPEDITING OF MATERIEL FOR SHIPMENT

Time Schedule for Equipment Processed Through the Audio Operations Branch

1. Transmitters	3/4 Hour
2. Recorders	3/4 Hour
3. Electronic Switches Recorders	1 Hour
4. Dial Recorders (telephone)	1/2 Hour
5. Microphones	15 Minutes
6. Special Telephone Equipment	1 Hour
7. Switch Transmitters	1 Hour
8. Power Supplies AC	15 Minutes
9. Receivers	1 Hour
10. Beacons	1-1/2 Hours

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CHAPTER 7: DEPOT STOCK CONTROL BRANCH

7.3.0 HEADQUARTERS CONTROLLED PROPERTY-IN-USE ACCOUNTS (ACCOUNT 171)

1. GENERAL

- a. As each Headquarters Property-in-Use Account is established, an account number is assigned for purposes of control and identification. The account numbers consist of four digits, for example, 6842-00-0000.
- b. All property (nonexpendable) issued to Headquarters Property-in-Use Accounts appear as debit entries within the General Ledger Account Number 171. Issues to the individual accounts are controlled by the account numbers noted in paragraph 8.1.a. above.

2. CONSOLIDATED MEMORANDUM RECEIPTS

- a. Consolidated Memorandum Receipts (CMR's) are scheduled on a cyclic basis and furnished by the [REDACTED] DSCB, on an annual basis for each of the Headquarters Property-in-Use Accounts. Appropriate CMR's are also furnished upon appointment of new Responsible Officers for any of the accounts. 25X1A
- b. Documents reflecting debit and credit entries (issues and turn-ins) to the accounts during the reporting period are used as a basis for entries on the CMR's.

3. PREPARATION OF THE CMR'S

- a. Copies of all the applicable documents concerning debit and credit entries to the Property-in-Use Accounts are forwarded on a daily basis to [REDACTED] to maintain in the appropriate account jacket files. 25X1A
- b. All requisitions for issues (credit vouchers debiting the CMR account) are screened as they are posted by the [REDACTED] for accuracy and completeness of account number, stock number, price, and allotment charge. All documents are coded (using the Master Document Coding and Adjustment, Form 201) for submission to Automatic Data Processing Division (ADPD). These forms are attached to the applicable debit documents and forwarded on a daily basis.

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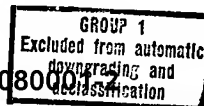
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- 25X1A
- c. The Property Turn Ins (and other debit vouchers crediting the CMR account) are processed and coded in the same manner with each document being forwarded to ADPD with the completed Form 201 attached.
  - d. All the debit and credit entries are punched on cards or tapes and retained in the Property-in-Use deck by ADPD. As a CMR is requested, all cards/tapes with entries for the specific account are pulled, and a CMR is printed. CMR's are requested from ADPD by Work Orders on scheduled cut-off dates each month which have been furnished to [REDACTED] in advance.
  - e. All of the Form Notice Number 49's submitted by the Operations and Liaison Office, Finance Division, are processed by [REDACTED] to the proper accounts in order to maintain accountability for nonexpendable purchases of Agency property made by the Headquarters in Use Accounts. The purpose of Form Notice Number 49 is to ensure that accountability is maintained for nonexpendable property procured by other than Logistics Office activities. Each notice is screened for the account involved, nomenclatures are checked, stock numbers are assigned, and the document then posted as a debit entry to the proper account. This document is vouchered and copies are furnished for the Voucher File and the Responsible Officer, and one copy is coded for the debit entry. In cases where the same special project operates in the field and Headquarters and the item is hand-carried to the station by an agent, additional documentation is prepared to credit the Headquarters account and charge the station under the applicable FPA procedure.
  - f. The CMR listings are reviewed and proofed by [REDACTED] prior to forwarding to the appropriate Responsible Officers with a covering memorandum. The first page of each CMR is numbered, and the cut-off date is noted, i.e., CMR Number 2-61 as of 7 July 1961. A certification statement is typed on the last page to be signed by the Responsible and Appointing Officers. This information is necessary for inventory and reconciliation purposes.
- 25X1A
4. RECONCILIATION OF THE CMR'S
- a. Each account is allowed a period of thirty days from receipt of CMR to complete a physical inventory and return the CMR to [REDACTED] with
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notations relative to overages and shortages (if any). Extension of this thirty day time limit may be granted if requested by memorandum citing sufficient justification.

- 25X1A b. Upon completion of inventory, each Responsible Officer will return his CMR to [REDACTED] supported by documentation as follows:

(1) All nonexpendable items under the account jurisdiction not listed on the CMR must be reported, by line item with full descriptive nomenclature, as overages. Local purchase and item "found on post" substantiate most overages.

(2) All reports of shortages must be justified and accompanied by transfer or turn-in documents, Operational Certificates (if expended operationally), Reports of Survey, or other appropriate documentation to explain the shortages.

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- c. Upon receipt of CMR's returned by the Responsible Officer, [REDACTED] begins the reconciliation process. All discrepancies, i.e., overages and shortages, are noted. Documentation is checked to ensure that adequate explanations have been furnished and that the documents have been properly authenticated.

- d. Shortages supported by Operational Certificates or Expenditure Certificates (due to integration of the item into another item, set, or kit) are processed by preparing an RIA which is vouchered and then forwarded to Chief, Supply Division, and the Accountable Officer for signature and approval. Survey Reports covering shortages are forwarded to the OL Survey Officer for Board action. An RIA is prepared to credit the account, and the Survey Report is cross referenced with the RIA voucher number. If the shortage is due to a transfer, a Property Turn-in Document is processed and cross referenced to the credit voucher charging the appropriate account. The Responsible Officer is furnished with a vouchered copy of the above actions. Overages due to local purchases, found on post items or return of items from operational projects are documented by (1) correction of the basic document or (2) by an RIA when correction of the basic document is not practical. When the RIA is utilized, the document is forwarded to the Chief, Supply Division, and the Accountable Officer for signature and approval. Supporting documentation is attached to all the RIA's prepared by [REDACTED]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

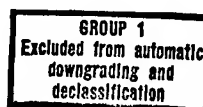
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- e. In the event an account reports excess property, [REDACTED] must advise the Responsible Officer to submit a written request for disposal instructions or authority to OL/SD/SMCB.
- f. The reconciled CMR's are filed in the account files. These listings serve as a ready reference.

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CHAPTER 8: WASHINGTON DEPOT

8.1.5 PROCEDURES FOR PROCESSING CARGO SHIPMENTS

1. GENERAL

- a. Assignment of Cargo Control Numbers to Washington Depot Cargo Shipments is accomplished by using a Cargo Recapitulation Sheet (CRS) for each basic requisition processed. Partial shipments resulting from amendments to basic requisitions or split actions caused by combination stock-procurement actions, back-order releases, or partial receivings, whether from vendors or Agency components, will be entered on the CRS. Amendments to basic requisitions are attached to the basic requisitions and the same CRS used for subsequent shipments resulting from such amendments. Washington Depot Cargo Control Numbers, i.e., FV1, FV2, FV3F, etc., are assigned each shipping document applicable to cargo shipments (both domestic and foreign) by the Verification Desk, Packing and Shipping Section (PSS) of Washington Depot.

2. SHIPMENT OF STOCK ITEMS

- a. The detailed procedures indicated below are followed for requisitions for shipment of stock items only:

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- (1) After processing by the [REDACTED] Stock Editors, the requisition mat is forwarded to PSS via the [REDACTED] of DSCB for scheduling and transportation action as prescribed by current procedures.

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- (2) The PSS prepares the shipping document according to prescribed procedures [REDACTED] and enters on the CRS the cargo number, the line items, and the total quantity of each line item requested. The prepared shipping document, the requisition mat, and the Cargo Recapitulation Sheet (CRS) are sent to the Verification Desk.

- (3) After the Verification Clerk checks the shipping document against the requisition he:

- (a) Verifies the Cargo Number in the appropriate box on the CRS and checks to make sure the expendability of all items on the shipping document agree with the expendability reflected by the requisition.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification



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- (b) Enters the quantities for each line item involved in the appropriate "Partial" column of the CRS.
  - (c) Checks the "Completed" column of the CRS if the action being taken is the final shipment against the requisition.
  - (d) Completes the Control Number on the shipping document by filling in the FV\_\_\_ with the appropriate partial number, adding "F" if the shipment is final.
  - (e) Pulls the first carbon of the shipping document and attaches it to the CRS.
  - (f) Forwards the shipping document with remaining attached carbons (5), the CRS with one tissue of the shipping document attached, and the requisition mat to the Reproduction Clerk, DSCB, for reproduction of the requisition.
- (4) The Reproduction Clerk runs off the required number of copies of the requisition and makes distribution as follows:
- (a) The shipping document master with attached tissue copies and two copies of the requisition to the Depot Document Control Desk.
  - (b) The CRS and the tissue copy of the shipping document attached to the Distribution Clerk for the receiving envelope in the appropriate voucher file.
  - (c) The requisition mat and the rest of the run-off copies of the requisition to the Distribution Clerk for distribution according to current requirements.

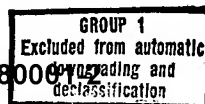
3. DIRECT SHIPMENTS

- a. Instructions below are followed for each requisition concerning shipment of purchased items only (direct shipments):

- (1) After processing by the Commodity Section Stock Editor, the requisition is forwarded for reproduction via the [REDACTED] as prescribed by current procedures. Run-off copies of the requisition are distributed by the Reproduction Clerk as follows:

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- (a) Three copies of the requisition to the Distribution Clerk for insertion in the receiving envelope in the voucher file.
  - (b) The requisition mat (for the voucher file) and the balance of the run-off copies to the Distribution Clerk for normal distribution.
- 25X1A
- (2) When materiel (first partial against the requisition, first partial or total against a purchase instrument applicable to the requisition) is received by the [REDACTED] the receiving information is pulled from the voucher file. In this instance such information consists of:
    - (a) Three copies of the requisition (basic and any subsequent amendments).
    - (b) The purchase instrument or one zerox copy of the purchase instrument.
- 25X1A
- (3) After the [REDACTED] has completed the receiving action on the purchase instrument (or zerox copy), the receiving information plus any carrier tickets or vendor packing lists are given to a clerk typist for preparation and/or reproduction of the receiving report (nine copies) by the appropriate method (ditto, zerox, or typing of a Form 595). The receiving report with all related attachments is forwarded to PSS via SED. [REDACTED] will schedule the packing date prior to forwarding to (1) PSS if T&I is not required or (2) T&I if inspection is required.
  - (4) After the receiving report has been prepared and checked, the PSS prepares the shipping document for the items received. The clerk typist enters on the CRS the cargo number, the line items, and total quantity of each line item requested. The receiving report and the shipping document master with all attached carbons (six), the carrier ticket and vendor packing list, if any, the three copies of the requisition with the attached CRS, and the receiving envelope are then forwarded to the Verification Desk for checking.
  - (5) After the Verification Clerk checks the shipping document against the receiving report he:

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- (a) Verifies the cargo number, line items, and quantities requested on the CRS and checks to make sure the expendability of all items on the shipping document agrees with the expendability reflected by the requisition.
- (b) Enters the quantities involved in the appropriate "partial" column of the CRS.
- (c) Checks the "completed" column of the CRS if the action being taken is the final shipment against a line item or the requisition.
- (d) Completes the control number on the shipping document by filling in the FV with the appropriate partial number, adding "F" if the shipment is final.

NOTE: If Technical Inspection Is Required:

- (e) Attaches the CRS to one copy of the requisition for return to the voucher file in the receiving envelope with one tissue copy of the shipping document.
- (f) Puts the nine copies of the receiving report, the carrier ticket, and packing list, if any, the shipping document master with five attached carbons and two copies of the requisition in a cut envelope and returns to the [REDACTED] to move with the materiel to the appropriate Technical Inspection Shop.

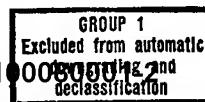
NOTE: If Technical Inspection Is Not Required:

- (g) Puts the shipping document and five attached tissue copies, one copy of the requisition, and all copies of the receiving report in receiving envelope and returns to the [REDACTED] to move with the materiel to the [REDACTED]
  - (h) Puts two copies of the requisition, the CRS, and one tissue copy of the shipping document in a cut envelope for return to the voucher file.
- (6) After the appropriate Technical Shop has completed the necessary inspection, the inspector pulls the movement papers to accompany the materiel to the PSS. The movement papers are:

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- (a) One copy of the requisition.
- (b) One copy of the receiving report.
- (c) The shipping master and all attached tissue copies.

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[REDACTED]

The inspector retains one copy of the requisition and one copy of the receiving report for the Technical Shop files. He returns all remaining copies of the receiving report and the carrier ticket and vendor packing list, if any, to the [REDACTED]

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NOTE: When all or part of a cargo shipment is rejected as a result of technical inspection, prescribed procedures are followed.

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- (7) The [REDACTED] completes receiving action by logging the accepted receiving report in the Debit Voucher Register to indicate that the materiel has moved to the Packing and [REDACTED] port copies

25X1A

4. COMBINED STOCK AND PURCHASE SHIPMENTS

- a. Following instructions concern requisitions for shipment of both stock items and purchased items:
  - (1) Follow the procedure for cargo shipment of stock items detailed in paragraphs 2.a.(1), (2), (3), and (4) above. This will normally be the first action.
  - (2) Follow the procedure for cargo shipment of purchased items detailed in paragraphs 3.a.(1) through (7) above except that no CRS will be initiated. The CRS used for prior stock action is used for subsequent partials of purchased items.
  - (3) If cargo shipment of purchased items should occur prior to cargo shipment of stock items, the CRS prepared for purchased items is used for subsequent partials of stock items.
  - (4) In either of the above cases, when the Cargo Recapitulation Sheet is received by [REDACTED] it is filed in the receiving envelope in the voucher file for subsequent use.

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5. BACK ORDER RELEASES

a. For requisition for shipment of stock items containing back ordered (due-out) item(s) follow the below procedures:

(1) Follow the procedure for cargo shipment of the items being furnished out of stocks on hand detailed in paragraphs 2.a.(1), (2), (3), and (4) above. This is the first action.

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(2) The [REDACTED] prepares separate requisition abstracts for each line item back ordered (due-out) following the prescribed procedures, except that the phrase "BACK ORDER RELEASE" is annotated on each document.

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(3) The [REDACTED] then forwards the Back Order Release document to the Commodity Section (appropriate Editor) for the release file.

NOTE: Requisition for single line item which has been back ordered:

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(1) After processing by the [REDACTED] Stock Editor, the requisition mat is annotated to indicate "BACK ORDER RELEASE" and then filed in the appropriate release file.

(2) The requisition mat is forwarded to the Reproduction Clerk for normal handling. All run-off copies of the requisition are distributed by the Distribution Clerk in accordance with current requirements.

NOTE: Release of back orders for stock items against materiel received:

(1) Upon receipt of materiel due-in, the Stock Editors ensure that the items to be released are still required, pull the voucher file to determine if there has been any change or amendment, release the back order, pull a run-off copy of the requisition for coding purposes, and forward the requisition mat together with the voucher file to the [REDACTED] for scheduling in accordance with prescribed procedures. The run-off copy of the requisition is sent to the EAM Desk for review prior to key punching and forwarding to the Automatic Data Processing Division (ADPD).

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- (2) After the PSS Verification Clerk checks the shipping document he:
- (a) Verifies the cargo number in the appropriate box on the CRS and checks to make sure the expendability of all items on the shipping document agree with the expendability reflected by the requisition.
  - (b) Enters the quantities for each line item involved in the appropriate "Partial" column of the CRS.
  - (c) Checks the "Completed" column of the CRS if the action being taken is the final shipment against the requisition.
  - (d) Completes the Control Number on the shipping document by filling in the FV\_\_\_ with the appropriate partial number, adding "F" if the shipment is final.
  - (e) Pulls the first carbon of the shipping document and attaches it to the CRS.
  - (f) If the Back Order Release represents a single line item action, three copies of the requisition must accompany the shipping document mat when it is forwarded to the Depot Control Desk.
  - (g) If the Back Order Release is based on a requisition containing multiple line items, part of which have been furnished from stock or from procurement sources, the Verification Clerk forwards the shipping document mat with the remaining five tissue copies together with one copy of the requisition to the Depot Control Desk.
  - (h) In either case the CRS with attached tissue copy of the shipping document is placed in the voucher file and the file returned to the vault room.

6. PROCEDURES FOR PROCESSING POUCH SHIPMENTS

- 25X1A
- a. The [REDACTED] carefully screens all requisition requests citing pouch as the method of shipment to determine if the type of materiel involved is suitable for pouching. This initial screening must always take into consideration the below listed factors:

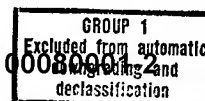
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- (1) Classification of items to be pouched.
  - (2) Security implications.
  - (3) Quantity, weight, and cube volume.
  - (4) Station requirements for pouch channel.
- b. Questionable cases, i.e., excessive weight or cube, unclassified or administrative items which could be shipped by other means, or instances wherein the requisitioning activities are mistakenly requesting pouch as the fastest method of shipment, are referred to the Chief or Deputy Chief, DSCB, for an appropriate decision. In these cases RID/DP is consulted, and, if necessary, the requisitioning Logistics Officers contacted and asked to change the method of shipment if possible.
- 25X1A c. Upon determination that a shipment is suitable for pouching, the [redacted] prepares the required requisition (if not submitted by the customer). The capital letter "L" is annotated on the upper left hand corner of the requisition to indicate for benefit of warehouse personnel that the materiel when packed will ultimately be delivered to RID/DP, Room GB28, Headquarters Building, together with the documents concerned.
- d. After packing the materiel, the PSS prepares and returns the completed shipping document showing exact weights, cubes, dimensions, and number of packages to Stock Control. The [redacted] then prepares the nonaccountable manifest. The manifest with one run-off copy of the shipping document is placed in a brown envelope. The envelope is marked with the voucher number, addressed to RID/DP, and forwarded to to the PSS unsealed.
- 25X1A e. PSS personnel check the contents of the envelope against the appropriate package (or packages), seal the envelope, tape or otherwise affix it to the package, and deliver both to RID/DP. In the event a shipment consists of more than one package, the envelope is attached to the number one package.
- f. Pouch packages for delivery to Area Divisions or the Technical Services are treated like any other local deliveries.
- g. Waiver requests for shipments over the weight limitations are not required.

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## SECTION I

### CHAPTER 23: STANDARD CODES

Codification of various items of data to categorize or identify these factors is essential to any system of record keeping. Accordingly, the following types of codes have been established for utilization within the system:

- 25X1A
- (1) Materiel Unit Codes (Page 2)
  - (2) Management Codes (Page 2)
  - (3) Materiel Classification Codes (MCC) (Page 6)
  - (4) [REDACTED] (Page 7)
  - (5) Condition Codes (Page 8)
  - (6) Allocation Codes (Page 12)
  - (7) Station Codes (Page 14)
  - (8) Location Codes (Page 14)
  - (9) Transaction-Analysis Codes (Page 16)
  - (10) Allotment and Cost Center Codes (Page 38)
  - (11) Expendability Code (Page 38)
  - (12) Property-In-Use Account Codes (Page 38)
  - (13) Data Processing Codes (Page 41)

(See Supplement I for Detail Charts of Standard Codes)

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## SUPPLEMENT I

## CHAPTER 23: STANDARD CODES

23.1. MATERIEL UNIT CODES

These are single digit codes to identify materiel in broad commodity categories.

<u>Materiel Unit Code</u>	<u>Definition</u>
1	Ordnance
2	Transportation
3	Industrial and Engineering
4	Audio, Photographic and Special Devices
5	Communications
6	Medical
7	Administrative, Housekeeping and Janitorial

23.2. MANAGEMENT CODES

These are a group of characters used to identify factors and organizational components relating to items of materiel. These codes provide a ready tool to assist in discharging the management responsibilities for items of materiel.


1. The type of management codes are as follows:

- a. Packaging Codes - A single alphabetical character to indicate the standard packaging quantity of an item for storage, inventory, and issue purposes. These codes are generally used for small, low cost items such as capacitors, resistors, etc., but these codes may be extended to other items as required.

<u>Code</u>	<u>Unit Pack</u>
A	1
B	5
C	10
D	15
E	20
F	25

- b. Procurement Code - This is a two digit numerical code to indicate the Allotment Account from which the funds will be provided for procurement of Stock Materiel.

<u>Code</u>	<u>Title/Allotment</u>	
01	Admin. Stock Acct. - Log	
03	General Stock Proc.	
05	Commo Stock Proc.	
06	TSD Stock Proc.	25X1A
07	Medical Stock Proc.	



d. Cognizant Technical Office Code - This a two character alphabetical code used to indicate requirement for technical approval and to identify the specific technical office authorized to approve the supply action.

- (1) The first character in the code indicates the degree of technical approval required, additionally, Codes A, B, C, and D indicate a minimum level (Reorder Point) has been established by the technical office. (Supply Division may increase this level, but may not decrease it without technical office approval.)

<u>Code</u>	<u>Definition</u>
A	Minimum level (Reorder Point) established by cognizant office, but technical approval not required for replenishment or issue action.
B	Same as A except technical approval required for replenishment only.
C	Same as A except technical approval required for issue only.
D	Same as A except technical approval required for all actions.
O	Levels established by SMB/SD/OL, technical approval not required.
E	Same as O except technical approval required for replenishment.
Y	Same as O except technical approval required for issue.
X	Same as O except technical approval required for all actions.
W	Levels initiated and all actions require technical approval. Initial and replenishment requisitions originated by cognizant office and forwarded to SD/OL for action.

- (2) The second character in the Code identifies the technical office exercising technical cognizance over the items.

<u>Code</u>	<u>Cognizant Office</u>
A	ADPD/Comp/DDS
B	OCR/DDI
C	OC/DDS
D	DPD/MB-AMS/DDP
E	SMCB/OL/DDS
F	
G, H	Not Used
I	OCI/DDI
J	PP/PM Div./DDP
K	Not Used
L	SD/OL/DDS

STATSPEC

M	Medical Office/DDS
N	Not Used
O	Ord. Br./SD/OL/DDS
P	PSD/OL/DDS
Q	OCD/DDI
R	RE&C/OL/DDS
S	Security Office/DDS
T	TSD/DDP
U,V,W,X,Y,Z	Not Used

- e. Peculiar Part Code - This is a three character code, "PEC" used to indicate an item that is a part or component which has been designed, manufactured, or selected for use in or with equipment designed and/or manufactured solely for this Agency. This may also apply to those items, which for security reasons, must be procured from a specific source. This code will be used to alert procurement officers to the sensitivity of the item.
- f. Technical Code - This is a six character code reserved for use by the Technical Offices for utilization in any manner deemed necessary to assist accomplishment of assigned responsibilities.
- g. Lead Time Code - This is a four character code used to indicate procurement lead time in terms of months for supply management functions. The code is made up as follows:

<u>Code</u>	<u>Definition</u>
LT 01	Lead Time - 1 month (up to 30 days)
LT 02	Lead Time - 2 months (31-60 days)
LT 03	Lead Time - 3 months (61-90 days)
LT 04	Lead Time - 4 months (91-120 days)
and so on up to the maximum of 99.	

- h. Substitution Code - This is a three character alphabetical code used to indicate a proper substitute or replacement for an item, as well as indicating where one item should be issued until depleted rather than issue a new item recently placed in stock.

<u>Code</u>	<u>Definition</u>
SUB	The letters "SUB" followed by a stock number, will be indicated in the nomenclature trailer line to indicate a proper substitute.
REP	The letters "REP" followed by a stock number, will indicate the item to be issued when stock of the limited standard or obsolete item is exhausted.

ISS

The letters "ISS" followed by a stock number, will indicate the item to be issued until stock is depleted prior to any issue of the new item. The letters "ISS" will not be used where the limited standard (MCC 6) item cannot be utilized as a substitute for its replacement.

### 23.3. MATERIEL CLASSIFICATION CODES

This is a one digit code to be utilized to indicate information relative to standardization.

<u>Code</u>	<u>Definition</u>
1	An item standard to the Organization and normally carried in stock.
2	An item standard to the Organization but not normally carried in Headquarters stock.
3	An item standard to the Organization but obsolete to the manufacturer or the military services and normally difficult to procure. This code will indicate that all stocks are to be retained without regard to issue experience.
4	An item being maintained in stock for the sole purpose of supporting a major piece of equipment currently in use or in stock, or for items that are not normally manufactured or are difficult to obtain.
5	Non-Standard - An item so limited in its utilization by this activity that criteria for limited standardization does not apply, yet the item is available for procurement and cannot be classified as obsolete. It has no value as a replacement or substitute item.
6	A limited standard item defined as an item not as satisfactory as a standard item and which is not a substitute for its replacement. The item will be available for issue until stocks are depleted. No further procurement action will be made for stock.

7

A limited standard item defined as an item not as satisfactory as a standard item but which is a suitable substitute therefore and will be available for issue until stocks are depleted. No further procurement action will be made for stock.

8

An obsolete item which no longer adequately performs the mission required and which has been or is being replaced. All such property "in-use" may be turned in for disposal, along with any "on-hand" inventory. The catalog reference, "This item is no longer available" will be printed in the Organization Supply Catalog one time only.

9

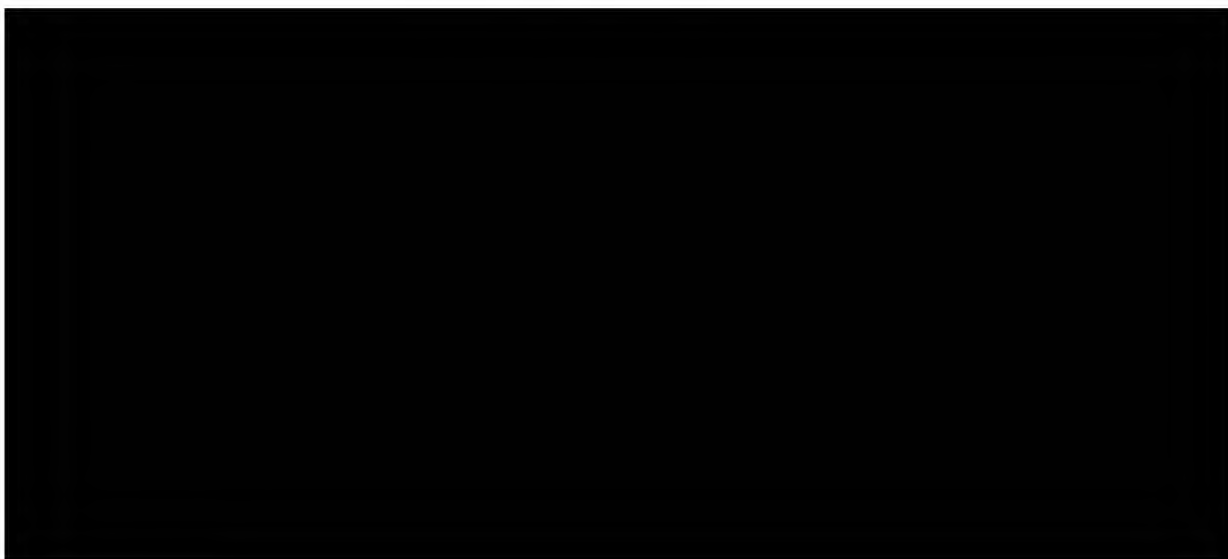
An obsolete item differing from Code 8 only in that property "in-use" will continue in that status until normal replacement is effected, or notification is received to turn in for replacement.

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23.5. CONDITION CODES

This is a one digit code used to identify serviceability of materiel.

1. These codes have variable definitions depending upon the category of materiel involved, viz:

- a. Ordnance
- b. Ordnance
- c. All other Materiel Categories.



25X1A

2. These codes are as follows: (See attached list)

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23.5.2

D E F I N I T I O N S

Condition  
Codes

1	Serviceable - Materiel in RFI condition, including that requiring minor maintenance which can be performed during normal outshipment but excluding that in CR codes 2,4, and 0.	Serviceable - Suitable for unlimited use.	Serviceable - Suitable for unlimited use.
2	Serviceable - Materiel on which some issue restriction exists but which is otherwise suitable for immediate use including that requiring minor maintenance which can be performed at time of outshipment. Items reported in CR codes 3,4, and 0 are excluded	Serviceable - Suitable for immediate limited use.	Serviceable - Suitable for immediate limited use. (Applicable especially to film, photographic supplies, and medical items bearing expiration dates, but for which some use can be obtained).
3	Serviceable - Materiel requiring maintenance of packaging, repacking, or remarking prior to issue.	Serviceable - Suitable for use after addition of missing attachments or components and stored in the serviceable area of the warehouse.	Unserviceable - Materiel is unserviceable but economically repairable. Includes component parts being assembled and materiel being or to be repaired or modified.

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S E C R E T

Condition  
CodesAll Other Materiel  
categories

4	Serviceable - Materiel obligated (authorized) for facility use at the storing installation.	Serviceable - Materiel obligated (authorized) for facility use at the storing installation.	Unserviceable - Unserviceable and uneconomically repairable. Includes condemned and/or compromised items.
5	Unclassified- Materiel which has been returned to stocks and which has not been inspected to determine the specific applicable condition reservation codes.	Unclassified - Materiel which has been returned to stocks and which has not been inspected to determine the specific applicable condition reservation codes.	Unclassified
6	Unserviceable - economically repairable.	Unserviceable - economically repairable.	Unserviceable - economically repairable materiel, and repair or modification is to be accomplished locally by installation facilities.
7	Not Used	Repairable - Unserviceable economically repairable items which are physically in a <u>local</u> maintenance shop being repaired and/or modified.	Unserviceable - Economically repairable materiel, and repair or modification is to be accomplished by commercial vendor and/or other Government agencies.
8	Condemned - Unserviceable uneconomically repairable items.	Condemned - Unserviceable uneconomically repairable items.	Suspended - Materiel awaiting modification, issue suspended.

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S E C R E T

Condition  
Codes





All Other Materiel  
Categories

9	Suspended - Items suspended from issue.	Suspended - Items suspended from issue.	Incomplete - Items received incomplete from commercial vendor or military services.
0	Obsolete - serviceable and unserviceable items which may be issued to meet specific needs.	Obsolete - serviceable and unserviceable items which may be issued to meet specific needs.	Incomplete - Item received incomplete from property-in-use accounts or other accountable activities.

\* - For implementation instructions consult ORDM-3-4, Volume 1, paragraph 3115.

23.6. ALLOCATION CODES

These are two digit numerical codes used on Supply Documents and indicated on Supply Status Reports to indicate the purpose of the stock or identify property allocated for projects and/or specific components of the Agency.

<u>Code</u>	<u>Property Identification</u>
00	Logistics General Issue Stock
02	Logistics Special Stock
05	On Loan to Agency Activities for Test and Evaluation
06	Government Furnished Equipment on Loan to Contractors
07	Questionable Debit Balances
08	Stock Authorized for Disposal
09	Excess Holding Account
11	Para-Military/DDP
12	Tooling for Future Contractors Usage (OL/PD/IB)
STATSPEC 13	
14	RI
15	OCD/DDI
16	NE Contingency Reserve, 
21	Office of Communications - Stockpile, Major and/or Special Equipment
22	Office of Communications - Materiel for Non-clandestine OC Strategic Reserve Program
23	Office of Communications - PEB Modification and Repair
24	Office of Communications - OC Special Projects

25X1A

25X1A

25 Office of Communications - Materiel for

28

HDQ Emergency  
HDQ Strategic Reserve

31

Medical Office - Stockpile

32

Medical Office - Other

40

AF/DDP

41

FI/DDP

42

EE/DDP

44

NE/DDP

45

SR/DDP

46

WH/DDP

47

WE/DDP

48

FE/DDP

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59

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62

64

65

75

GENERAL

61

68

70

Assigned to Field Activities for their own  
station and/or base projects

71	Real Estate and Construction Division/OL (Space Maintenance & Utilities Staff)
78	OCI/DDI
81	OTR/DDS
91	Security Office/DDS

The following allocation codes are no longer used:

01, 03, 43, 50, 51, 52, 53, 54, 55, 57, 58, 63, 66, 67, 69, 73,  
74, and 77

#### 23.7. STATION CODES

These are three digit numerical codes used to identify Agency facilities for the following reference purposes:

1. Station identification number in submission of requisitions for supplies and/or services.
2. Station identification number on Logistics Status Reports.
3. Accountable Property Officers' account numbers at facilities where accountable officers have been designated in accordance with existing regulations.
4. Financial accounting purposes.

The list of codes and descriptions are contained in the "Station Code Publication" issued by the Budget Division, Office of the Comptroller. Distribution of this list is on a very limited basis and copies are presently available as required within the Division. Any inquiry relative to this code by Supply Division personnel will be made to the immediate supervisor.

#### 23.8. LOCATION CODES

These are three digit numerical codes taken from the "Station Code List" published by the Budget Division, Office of the Comptroller. These codes are used to identify the location of the facility in which Supply Division stores materiel and/or performs the related functions of a Supply Activity.

25X1A

Approved For Release 2001/09/04 : CIA-RDP89-00624R000100080001-2

Approved For Release 2001/09/04 : CIA-RDP89-00624R000100080001-2

23.9 TRANSACTION-ANALYSIS CODES

These are two character codes (first character numerical, second character alphabetical) to identify the type of transaction and the result of the transaction on the property records and the general ledger accounts.

1. The list of transaction-analysis codes is as follows: (See Attached List.)

## S E C R E T

- \* ENTRY MADE FROM DOCUMENT  
 \*\* ENTRY TO BE MADE FROM MONTHLY ACQUISITION DIFFERENCE TABULATION  
 \*\*\* TO CORRECT ALLOTMENT COST CHARGE AND TO REFLECT ISSUES AT A UNIT COST, ENTRY MADE FROM DOCUMENT

T A R N A A N L S		DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS DR CR		EFFECT ON SUPPLY RECORDS OH DI DO SL IU OLT OLF						
O		MISCELLANEOUS									
O A		Price Adjustment (MRD Code) - generates 3A and 4A 3B and 4B 3E and 4E									
O B		Inventory Count (MRD Code) - Generates 3C and 4C									
O C		(01) Stock Levels - Establish- ment or change of stock levels								Increase	
O D		(11) Establishment of Due In								Increase	
O E		(41) Establishment of Due Out								Increase	
1		RECEIPTS DUE IN									
1 A		(21) Commercial Procurement & Special Project Procurement	170 170 661	*303.3 **661 **170	Increase	Decrease					



T R A N S	A A N L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
1	B	(22) Procurement from other Government Agencies including GSA	170 170 661	*303.2 **661 **170	Increase	Decrease					
2		RECEIPTS NOT DUE IN									
2	A	(31) Commercial Procurement (and from special projects)	170 170 661	*303.3 **661 **170	Increase						
2	B	(32) Procurement from other Government Agencies including GSA	170 170	*303.2 **661 **170	Increase						
25X1A	2 C	(33) Donated Materiel, including [REDACTED]	170	*681 **663 **170	Increase						
2	D	(34) Returns to Stock - Nonexpendable property In Use	170 371 170 663 171 664 371 663	*171 *680 **663 **170 **663 **371 **664 **171	Increase					Decrease	

S E C R E T

T R A N S	A A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
2	E	(35) Returns to Stock - Property on Loan	170 170 663 172 663	*172 **663 **170 **663 **172	Increase							Increase
2	F	(36) Returns to Stock (1) Expendable Property from all except Type I Accountable Stations (2) Nonexpendable Property from all except Headquarters Property In Use Accounts, Type I, and Type II Accountable Stations	170 170 663	*680 **663 **170	Increase							
2	G	(37) Loans from other Government Agencies or outside sources	173 173 663	320 663 173								Increase
2	H	(38) Transfers of expendable and nonexpendable property from Type I Accountable Stations to Headquarters	170 170 661	*175.0 **661 **170	Increase							

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T R A N S	A A N L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
2	I	(39) Returns to Stock - non-expendable property transferred from Type II Accountable Stations to Headquarters	170 376 661 170	*176 *680 **170 **661	Increase						
2	J	Receipts to Stock - R&D items originally procured from funds other than the stock procurement accounts	170	680	Increase						
3		INVENTORY ADJUSTMENTS AND TRANSFERS									
3	A	(71) Price Adjustment, Property in Stock (Used in conjunction with OA)	170	*663	Increase						
3	B	(72) Price Adjustment, Property In Use (Used in conjunction with OA)	171 664	*663 *371					Increase		
3	C	(76) Overages, Property in Stock, resulting from physical inventories (Used in conjunction with OB)	170	*662	Increase						

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T R A N S	A A N L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
3	D	(77) Overages, Property In Use, resulting from physical inventories	171 664	662 371							Increase
3	E	(78) Price Adjustment, Property On Loan to Others (Used in conjunction with OA)	172	*663							Increase
4		INVENTORY ADJUSTMENTS AND TRANSFERS									
4	A	(81) Price Adjustment, Property in Stock (Used in conjunction with OA)	663	*170	Decrease						
4	B	(82) Price Adjustment, Property in Use (Used in conjunction with OA)	663 371	*171 *664							Decrease
4	C	(86) Shortages, Property IN Stock, resulting from physical inventories (Used in conjunction with OB)	662	*170	Decrease						
4	D	(87) Shortages, Property In Use, resulting from physical inventories	662 371	*171 *664							Decrease
4	E	(88) Price Adjustment, Property On Loan to Others	663	*172							Decrease

S E C R E T

T R A N S	A A N L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
5		ISSUES - DUE OUT										
5	B	(51) (1) Expendable property to all except Type I and Type II Accountable Stations (2) Nonexpendable property issued to all except Headquarters Property In Use Accounts, Type I, and Type II Accountable Stations	602.2	*170	Decrease		Decrease					
5	C	(58) Nonexpendable property issued as a transfer to Property In Use	171 602.3 171 664 663 371	*170 *371 **663 **371 **171 **664	Decrease		Decrease		Decrease			
5	D	(59) (1) Expendable and non-expendable property transferred to Type I and Type II accountable stations	175.9	170	Decrease		Decrease					
6		ISSUES - NOT DUE OUT										
6	B	(61) (1) Expendable Property issued to all except Type I and Type II accountable stations (2) Nonexpendable property issued to all except Headquarters Property In Use Accounts, Type I and Type II accountable stations	602.2	*170	Decrease							

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T R A N S	A A N L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
6	C	(62) Nonexpendable property issued as a transfer to Property In Use without charge to the requisition authorization of any cost center	171 680 171 664 663 371	*170 *371 **663 **371 **171 **664	Decrease					Increase	
6	D	Expendable and nonexpendable property issued to other than Headquarters In Use, Type I or Type II activities (Re-Issues) (No cost to applicable cost center account. This action must be identified with previous turn-in from the same activity on a transaction 2F)	680	*170	Decrease						
6	E	(63) Property on loan to others	172 172 663	*170 **663 **172	Decrease					Increase	
6	F	(64) Property transferred to other Government Agencies on a nonreimbursable basis	675	*170	Decrease						
6	G	(65) Property donated to foreign countries	676	*170	Decrease						

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## S E C R E T

T R A N S	A A N L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
6	H	Expendable and nonexpendable property issued as trade-ins (includes used vehicles turned over to GSA for sale and used Agency equipment sold to commercial buyers)	152.5	170	Decrease						
6	I	(66) Property sold, reimbursable basis (Accommodation Procurement and sales to other Government Agencies) (Excludes Trade-Ins)	152.5	*170	Decrease						
6	J	(67) Property abandoned, destroyed or written off	670	*170	Decrease						
6	K	(68) Nonexpendable property issued and transferred to Property In Use	171 602.3 171 664 663 371	*170 *371 **663 **371 **171 **664	Decrease					Increase	
6	L	(69) Expendable and nonexpendable property transferred to Type I and Type II accountable stations	175.9	*170	Decrease						

S E C R E T

T R A N S	A N A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
6	M	Expendable property (EXCESSES) issued to all except Type I and Type II accountable stations without affecting cost authority	678	170	Decrease							
6	N	Nonexpendable property (EXCESSES) issued as a transfer to property in use without affecting cost authority	171 678	170 371	Decrease					Increase		
6	P	Expendable and nonexpendable property (EXCESSES OR REISSUES) transferred to Type I and Type II accountable stations	175.9	170	Decrease							(DSCB to annotate remarks column of shipping documents as to "Excesses" and "Reissue")
7		DIRECT SHIPMENTS FROM COMMERCIAL VENDORS, SPECIAL PROJECTS										
7	E	(1) Expendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued to all except Headquarters Property In Use Accounts, Type I and Type II accountable stations	170 602.2	*303.3 *170						Wash Entry		



T R A N S	DEFINITION (Number in Parentheses is Old (Code))	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS								
		DR	CR	OH	DI	DO	SL	IU	OLT	OLF		
7 F	(1) Expendable property pro- cured from stock procurement account XX89-0580-0055 (COMMO) and issued to all except Type I and Type II accountable sta- tions (2) Nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and issued to all except Head- quarters Property In Use Accounts, Type I and Type II accountable stations	170 602.2	*303.3 *170									Wash Entry
7 G	(1) Expendable property pro- cured from stock procurement account XX89-0680-0065 (TSD) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0580- 0065 (TSD) and issued to all except Headquarters Property In Use accounts, Type I and Type II accountable stations	170 602.2	*303.3 *170									Wash Entry

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T R A N S	A A N L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
7	H	(1) Expendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued to all except Headquarters Property In Use accounts, Type I and Type II accountable stations	170 602.2	*303.3 *170				Wash Entry				
7	I	Nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued and transferred to property in use	170 171 602.3 171 664 661 371	*303.3 *170 *371 **661 **371 **171 **664						Increase		
7	J	Nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and issued and transferred to property in use	170 171 602.3 171 664 661 371	*303.3 *170 *371 **661 **371 **171 **664						Increase		

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T R A N S	A A L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
7	K	Nonexpendable property procured from stock procurement account XX89-0680-0065 (TSD) and issued and transferred to property in use	170 171 602.3 171 664 661 371	*303.3 *170 *371 **661 **371 **171 **664						Increase	
7	L	Nonexpendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued and transferred to property in use	170 171 602.3 171 664 661 371	*303.3 *170 *371 **661 **371 **171 **664						Increase	
7	M	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and transferred to Type I and Type II accountable stations	170 175.9	*303.3 *170				Wash Entry			
7	N	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and transferred to Type I and Type II accountable stations	170 175.9	*303.3 *170				Wash Entry			

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**S E C R E T**

T R A N S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
		DR	CR	OH	DI	DO	SL	IU	OLT	OLF
7 S	Expendable property procured from XX89-0680-0080 (Administrative Stock Fund) and issued to Building Supply Officer	170 602.2	*303.3 *170			Wash Entry				
7 T	Nonexpendable property procured from XX89-0680-0080 (Administrative Stock Fund) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	*303.3 *170 *371 **661 **371 **171 **664					Increase		
8	DIRECT SHIPMENTS FROM OTHER GOVERNMENT AGENCIES INCLUDING GSA									
8 E	(1) Expendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued to all except Headquarters Property In Use Accounts, Type I and Type II accountable stations	170 602.2	*303.2 *170			Wash Entry				

S E C R E T

T R A N S	A A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
8	F	(1) Expendable property procured from stock procurement account XX89-0680-0055(COMMO) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and issued to all except Headquarters property in use accounts, Type I and Type II accountable stations	170 602.2	*303.2 *170				Wash Entry				
8	G	(1) Expendable property procured from stock procurement account XX89-0680-0065 (TSD) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0065 (TSD) and issued to all except Headquarters property in use accounts, Type I and Type II accountable stations	170 602.2	*303.2 *170				Wash Entry				

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## S E C R E T

T R A N S	A A L	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS							
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF	
8	H	(1) Expendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued to all except Type I and Type II accountable stations (2) Nonexpendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued to all except Headquarters Property In Use Accounts, Type I, and Type II accountable stations	170 602.2	*303.2 *170								Wash Entry
8	I	Nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	*303.2 *170 *371 **661 **371 **171 **664								Increase
8	J	Nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	*303.2 *170 *371 **661 **371 **171 **664								Increase

## S E C R E T

T R A N S	A N A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
8	K	Nonexpendable property procured from stock procurement account XX89-0680-0065 (TSD) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	*303.2 *170 *371 **661 **371 **171 **664						Increase	
8	L	Nonexpendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	*303.2 *170 *371 **661 **371 **171 **664						Increase	
8	M	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0035 (GENERAL) and transferred to Type I and Type II accountable stations	170 175.9	*303.2 *170				Wash Entry			
8	N	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0055 (COMMO) and transferred to Type I and Type II accountable stations	170 175.9	*303.2 *170				Wash Entry			



T R A N S	A A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
8	O	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0065 (TSD) and transferred to Type I and Type II accountable stations	170 175.9	*303.2 *170			Wash Entry				
8	P	Expendable and nonexpendable property procured from stock procurement account XX89-0680-0075 (MEDICAL) and transferred to Type I and Type II accountable stations	170 175.9	*303.2 *170			Wash Entry				
8	Q	Nonexpendable property issued as a transfer to property in use. This code will be applied only on items which are procured by [REDACTED] or Headquarters elements from funds other than the bulk stock accounts	170 171 602.3 171 664 661 371	*303.2 *170 *371 **661 **371 **171 **664					Increase		
8	R	Expendable and nonexpendable property procured from XX89-0680-0031 (Reimbursable Procurement and issued as property sold)	170 152.5	303.2 170			Wash Entry				

## S E C R E T

T R A N S	A A L S	DEFINITION (Number in Parentheses is Old Code)	General Ledger ACCOUNTS		EFFECT ON SUPPLY RECORDS						
			DR	CR	OH	DI	DO	SL	IU	OLT	OLF
8	S	Expendable property procured from XX89-0680-0080 (Administrative Stock Fund) and issued to Building Supply Officer	170 602.2	303.2 170				Wash Entry			
8	T	Nonexpendable property procured from XX89-0680-0080 (Administrative Stock Fund) and issued as a transfer to property in use	170 171 602.3 171 664 661 371	303.2 170 371 661 371 171 664					Increase		
9	A	(9-9) COST ADJUSTMENT	602.2	***661							

NOTE: Any of the above transactions can be reversed or cancelled by using the transaction indicated plus an "X" suffix, for example a 6A-X will reverse a 6A transaction.

General Ledger Accounts involved in Property Accounting  
Transaction Analysis Codes for FPA at Headquarters

<u>Account No.</u>	<u>Definition</u>
152.5	Accounts Receivable - Property Sales
170.	<u>Stores - Supplies and Equipment</u>
170.1	Ordnance
170.2	Transportation
170.3	Industrial and Engineering
170.4	Audio, Photographic and Special Devices
170.5	Communications
170.6	Medical
170.7	Administrative, Housekeeping and Janitorial
171.	<u>Property In Use - Headquarters</u>
171.1	Ordnance
171.2	Transportation
171.3	Industrial and Engineering
171.4	Audio, Photographic and Special Devices
171.5	Communications
171.6	Medical
171.7	Administrative, Housekeeping and Janitorial
172.	<u>Property on Loan or on Commitment to Others</u>
172.1	Ordnance
172.2	Transportation
172.3	Industrial and Engineering
172.4	Audio, Photographic and Special Devices
172.5	Communications
172.6	Medical
172.7	Administrative, Housekeeping and Janitorial
173.	<u>Property on Loan from Others</u>
175.0	Materiel in Transit from Type I Installations to Headquarters
175.9	Materiel Earmarked for Shipment
176.	<u>Property In Use - Type II Installations</u>
303.2	Accounts Payable - Property Procured at Headquarters from other Government Agencies including GSA
303.3	Accounts Payable - Property Procured at Headquarters from Commercial Vendors

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320.	<u>Due to Others - Property</u>
371.	<u>Reserve for Property In Use - Headquarters</u>
376.	<u>Reserve for Property In Use - Type II Installations</u>
602.2	Indirect Costs - Property Issues
602.3	Indirect Costs - Property Placed In Use
661.	<u>Inventory Acquisition Cost Differences (Dr. or Cr.)</u>
662.	<u>Inventory Shortages and Overages (Dr. or Cr.)</u>
663.	<u>Inventory Price Adjustments (Dr. or Cr.)</u>
664.	<u>Inventory and Price Adjustments to Reserve for Property In Use</u>
670.	<u>Cost of Property Written Off</u>
675.	<u>Property Donated to Other Governmental Agencies - Other Than for Project Activities</u>
676.	<u>Property Donated to Foreign Countries - Other Than for Project Activities</u>
678.	<u>Cost of Issues of Property Declared Excess</u>
680.	<u>Value of Property Returned to Stock (Credit)</u>
681.	<u>Property Donated to this Agency</u>

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23.10. ALLOTMENT AND COST CENTER CODES

These are a twelve (12) digit numerical codes to provide a unified mechanism for the Agency allotment and obligation control and reporting system, and for the cost system required by Public Law 863.

The outline of the code structure, the explanation of the code, and the list of codes are contained in the Comptrollers Notice No. 6-59, dated 1 July 1959, with attachment. Any inquiry relative to this code by Supply Division personnel will be made through the immediate supervisor.

23.11. EXPENDABILITY CODES

This is a one character alphabetical code used to indicate the expendability factor of items of materiel.

<u>Code</u>	<u>Definition</u>
N	Nonexpendable materiel which is not consumed in use and which ordinarily retains its original identity during the period of use, such as weapons, vehicles, machines, tools and instruments.
X	Expendable materiel which may be consumed or loses its identity in use and may be dropped from Stock Record Accounts when it is issued or used.

23.12. PROPERTY-IN-USE CODES

These are four digit numerical codes used to identify responsible property officers' accounts for organizational components that are issued nonexpendable property for which accountability is retained by Supply Division.

1. The Property-In-Use Codes are as follows:

<u>Code</u>	<u>Identification</u>
1001	Director's Office
1101	Cable Secretariat
1201	Inspector General
1301	Assistant for Coordination/DCI
2001	Deputy Director Plans/Staff

25X1A

Approved For Release 2001/09/04 : CIA-RDP89-00624R000100080001-2

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23.13. DATA PROCESSING - READ OUT CODES

These are one digit codes used to identify discrepancies in Input Data for Computer Operations.

<u>Code</u>	<u>Definition</u>
1	Price
2	Credit
3	Unmatched

NOTE: Revisions to any of the above codes will be coordinated with the Comptroller's Office and approved by the Chief of Supply Division/OL.

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